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### ENG 4300-001 English Studies Capstone

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*Eastern Illinois University*

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## **Making a Difference with Public Writing**

ENG 4300 English Studies Capstone, sect 001, CRN 97989

ENG 4390 Senior Seminar, Honors, sect 001, CRN 98675

Fall, 2023 TR 11 am-12:15 pm in Coleman Hall 3170

### **Contact information**

**Professor:** Dr. Jeannie Ludlow (she/her). Students call me Dr. Jeannie or Dr. Ludlow or Jeannie.

**Office:** 3139 Coleman Hall

**Walk-In Office Hours:** M 1-3, T 2-3, W 1-2:30, F 1-1:50. Drop-in hours—just come on by!

Other times available by appointment. Zoom appointments available, too—just let me know what you need.

**Mailbox:** 3351 Coleman Hall

**Email:** [jludlow@eiu.edu](mailto:jludlow@eiu.edu) *This is the best way to reach me.*

**English department office phone:** 217-581-2428.

### **Email guidelines** (NOTE: this is good advice for emailing all your instructors)

Communication with instructors—email, phone, and in person—is a professional exchange. Be sure to reflect professionalism in your communication.

All emails should have:

- the course number in the subject line (e.g., ENG 4390 or ENG 4300);

- an appropriate salutation (“Dear Dr. Ludlow,” “Hello, Dr. Jeannie,” etc.);

- the name you go by in class (even if EIU’s “institutional name” for you is different).

Emails should be written with complete words and in complete sentences (“I would like a zoom appointment” not “Can I zoom U?”).

**Please note:** I am not on email all the time. It usually takes me one full school day (24 hours, M – F) to answer any email message. I typically do not check campus email on weekends, unless there is a major assignment due in one of my classes.

### **For questions/concerns about homework**

If you have questions about the course content or assignments, you should check D2L, then [email me](#).

Please note: for an extension on an assignment, you must ask at least 24 hours in advance.

Even if I don’t see the email right away, if you send it 24 hours before the due time and date, it will count as on time, and the extension will be granted.

Late homework is almost never an emergency, even though some assignments cannot be turned in late. Check your syllabus in D2L for details.

## **ABOUT THIS COURSE**

### **Course Focus and Description**

**ENG 4300** is the English major’s senior capstone course. **ENG 4390** is the departmental honors version of the same course. Several years ago, the faculty revised these courses in order that: the two sections could meet at the same time and do most of the same assignments (some Honors requirements will be a little different); and the courses could count as your “senior seminar” graduation requirement. When we did this, we decided to focus these courses on

**applying English major skills and abilities to non-English major tasks and goals.** That's what we will be working on this semester!

**ENG 4390 and ENG 4300 are Writing Centered courses.** This means that you will do a **lot of writing** (minimum 20 total pages). Some of it will be formal and graded, and some of it will be informal or ungraded and used to promote critical thinking. Because these are WC courses, you may want to submit an assignment for your **EWP**. As we design our semester, I will remember to include at least one EWP-appropriate assignment. Remember always to check with your professor before submitting something from their class for the EWP. If you have questions about the EWP, please ask.

**Course Format:** Our semester will be applications-focused. What I mean by this is that we will be doing more than we will be learning about what to do. More about this as we design our semester.

**Course Expectations:** Because the primary goal of these courses is to have you apply your English-major strengths and skills to questions or topics that you care about, we will be designing the semester together. Our first week or so will basically be figuring out what you care about, what strengths and skills you want to work on, and what audiences you would like to reach. Once we've figured this out, we will design a semester that I very much hope gives you a chance to shine. Having said this, there are specific, English-department defined learning goals for this course that we must work toward.

**Student Learning Objectives**—students will:

1. advance their critical reading skills in various genres and media and across a variety of public fora;
2. demonstrate research skills using scholarly databases and archives;
3. demonstrate ability to analyze scholarly and/or public documents in various media with attention to literary, rhetorical, and/or public contexts;
4. develop critical writing skills and strategies by producing documents of various length and complexity for various audiences;
5. hone their English studies skills in order to engage with regional, national, and/or international issues;
6. develop their ability to present or otherwise disseminate their work in a public forum, both in writing and orally;
7. listen and respond articulately to the ideas and perspectives represented by the instructor and their peers.

## **COURSE TEXTS AND MATERIALS**

You are required to do all assigned reading for this course. Three required texts for this course are available from Textbook Rental. Some required readings will also be available only on-line via D2L or on the internet.

TRS TEXTS, in order of use

Gay, Roxane. *Bad Feminist: Essays* 978-0-06-228271-2

Ozeki, Ruth. *My Year of Meats* 978-0-14-028046-3

Valdez, Luis. *Early Works* 1-55885-003-1

We will also read political poetry, speeches, and manifestoes, which will be posted to D2L.

## Course Grading and Assignments

This is part of what we will design together, as a class. We will, of course, work with our requirements, which include:

at least 20 pp of graded writing

at least one public speaking grade

at least one EWP-ready assignment

at least one research-based assignment that includes quantitative data analysis.

As soon as we have designed our semester together, I will create a standard syllabus document with all requirements completely defined and described for you.

## COURSE POLICIES AND EXPECTATIONS

### ATTENDANCE POLICY:

I take attendance every day. Attendance is part of your participation grade.

- ❖ Generally, regular attendance is necessary for successful completion of this course.
- ❖ Students who are absent earn an F in participation for the day.
- ❖ In-class graded participation work cannot be made up.
- ❖ A few “F” days will not hurt your grade, but a bunch of them will, so save them for when you are sick or have emergencies.
- ❖ Please:
  - do not come to class sick. I reserve the right to ask you to leave the room for the day if you are visibly unwell;
  - do not come to class if you have been exposed to COVID, unless you have had a negative test since the exposure;
  - do not come to class high or stoned. No judgment on your leisure activities, but high/stoned students are more disruptive of the learning environment than they realize.

Remember: **EXCESSIVE ABSENCE CAN RESULT IN FAILURE OF THIS COURSE.**

### PARTIAL ABSENCE POLICY:

Arriving to class late or leaving class early counts as a partial absence. I understand that life happens, and we are all late once in a while. I do not get angry if you come in late or have to leave early. If you are chronically late, however, I will expect you to meet with me to discuss better strategies for managing your time.

Remember: **arriving late/leaving early = partial absence.**

### LATE WORK POLICY:

**Late work is strongly discouraged.** However, late is better than not at all.

- ❖ Any late penalty **will not happen** if you contact me **at least 24 hours before the due date and time** and propose an extension.
  - When you propose an extension, you must tell me what the new due date will be. No exceptions. If you do not designate a new due date, you will not receive an extension.
  - If you miss your new due date, your assignment will have a grade penalty, as above.

**ACADEMIC INTEGRITY:** In this course, we will comply with EIU’s academic integrity policy (see your undergraduate catalog). I have no tolerance for plagiarism or cheating. Please note that “plagiarism or cheating” includes (but is not limited to):

1. **quoting** from a source without fully and correctly citing that source and/or without using quotation marks

2. **paraphrasing** from a source without fully and correctly citing that source
3. turning in a paper with an incorrect or incomplete **works cited list**
4. falsifying data
5. turning in **someone else's work** as your own—this includes (but is not limited to)
  - a. **copying** another's work from a quiz or assignment
  - b. turning in work that **someone else wrote** for you
  - c. using on-line or hard copy **paper services**
6. turning in **your own work that was written for another course**, without prior permission from both professors.

Violations of EIU's academic integrity policy will result in an **automatic failing grade** in this course and notification of the Office of Student Accountability and Support. For more information, see [www.eiu.edu/~judicial](http://www.eiu.edu/~judicial).

## STUDENT SUPPORT AT EIU

**Restrooms:** The closest all-gender restroom to our class is on the 2nd floor of Coleman Hall. Gender-limited restrooms are located just down the hall from our classroom and on every floor in Coleman Hall. EIU's GSD Center website has a map of all the gender-inclusive restrooms on campus, here: <https://www.eiu.edu/lgbtqa/all-gender-restrooms.php>

**Disability Services:** To document a disability or request academic accommodations, contact EIU's Office of Student Disability Services (217-581-6583; McAfee Gym room 1210) as soon as possible. At the same time, please contact your professors as soon as you can, so we can work with you to create a success plan for you. Your records at OSDS are completely confidential.

**Technology Support Services:** "My computer wouldn't access this reading" or "my printer is out of ink" are not excuses for incomplete homework. If your computer isn't cooperating, go to the library lab and download, read, and/or print there.

To get **help** with technical difficulties:

for problems with **EIU.edu**, including being able to log in to D2L, contact EIU User Services, 217-581-4357 (581-HELP) or email [support@eiu.edu](mailto:support@eiu.edu) or go to <https://techsupport.eiu.edu>;

for problems with the **D2L page**, check the self-help steps at <https://www.eiu.edu/panthertech/services.php>, then contact Brightspace support, 1-877-325-7778 or use the email, LiveChat, or Brightspace Help link, all available in the bottom right-hand corner of your D2L homepage.

## EIU Student Support Services:

**Student Success Center** ([www.eiu.edu/~success](http://www.eiu.edu/~success), McAfee Gym Room 1301). Call for an appointment: 217-581-6696. If you struggle with reading (or remembering what you read), notetaking, test-taking, time management/procrastination or other aspects of academic success, the Student Success Center can help.

**Writing Center** (<https://www.eiu.edu/writing/>, 3110 Coleman Hall). The folks there can help you shine up your argument and polish your words until your essay is sharp and clear. Make an appointment on the website.

**Counseling Clinic** (217-581-3413; <https://www.eiu.edu/counctr/>) If you have to confront academic anxiety, depression, or mental health struggles, or need new strategies for dealing

with difficult situations, the Counseling Clinic can help. Your records at the Counseling Clinic are completely confidential.

These are all wonderful resources for students who need support, and your student fees have already paid for them, so your appointments will be no charge.

**Medical Clinic** (217-581-3013). Call for an appointment if you are sick or in need of health care. Your records at the Medical Clinic are completely confidential.

**Sexual Harassment and Misconduct:**

Eastern Illinois University prohibits relationship violence, stalking, sexual assault, sexual harassment, and other forms of sexual misconduct in any of its employment situations or educational programs and activities (see <https://www.eiu.edu/mandatedinformation/assault.php>). It is the responsibility of chairpersons, administrators, and supervisors to inform the appropriate offices about potential instances of sexual harassment. All other faculty and staff are expected to report these incidents as well. Employees who are not required to report include those who work in the Counseling Clinic and Medical Clinic. Students are encouraged to contact the confidential advisor, located in the Counseling Clinic, who is able to provide support and advocacy, and explore options.

Students who need to file a complaint have multiple options:

- The University Police Department (UPD) Phone: (217) 581-3212 (911 if an emergency). UPD office is open daily until 4:30 p.m.; officers are on duty 24 hours. Report incidents occurring on campus to UPD.
- The Office of Civil Rights and Diversity -Title IX Coordinator 1011 Old Main Phone: 581-5020 Hours: Open M-F from 8 a.m. to 4:30 p.m., and by appointment.
- The Office of Student Accountability and Support: University Union –Lower Level Phone: 581-3827 Hours: Open M-F from 8 a.m. to 4:30 p.m.
- SACIS (Sexual Assault Counseling and Information Services) is our community sexual assault services provider. Webpage: <https://www.sacis.org/> Phone hotline: 1-888-345-2846; office phone (217) 348-5033.
- HOPE of East Central Illinois is our community relationship violence services provider. Webpage: <https://hope-eci.org/> Phone hotline: 1-888-345-3990; office phone (217) 348-5931.
- Charleston City Police (CPD): 614 6<sup>th</sup> Street Phone: [\(217\) 348-5221](tel:2173485221) (911 if an emergency). Report incidents occurring off campus to CPD.

The **Interpersonal Violence Awareness Team**'s website has more helpful resources and information: <https://www.eiu.edu/sexualassaultresources/>. EIU has an incident report form here: [https://cm.maxient.com/reportingform.php?EasternIllinoisUniv&layout\\_id=5](https://cm.maxient.com/reportingform.php?EasternIllinoisUniv&layout_id=5).